

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
October 22, 2015**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, October 22, 2015 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Vice Chairman Stubley, Secretary Iselin Commissioner Heck, Commissioner Merten and Manager Eileen Olson.

Minutes from the regular monthly meeting held September 24, 2015, were reviewed and approved as written with a motion by Stubley, seconded by Merten, and carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of September 30, 2015 (See statement balance sheet)

OCCUPANCY REPORT:

Manager Olson reported 52 on the waiting list for one bedroom units and 7 for two bedroom units.

BUILDING AND MAINTENANCE:

Manager Olson reported that the air conditioner in the office is not functioning properly but with the fall season approaching, she felt there was no urgency to replace. She will call someone to have it checked to see if it is repairable.

Water heater in Mechanical room is leaking, not repairable, and past warranty. Three quotes received included Gauger Plumbing at \$6,980.00, Bruesewitz Plumbing Inc. at \$6,978.00 and Solofra Plumbing \$6,900.00. After Board discussion, motion made by Heck to accept Solofra bid, seconded by Iselin and carried unanimously.

Manager Olson stated that Guetzke & Associates will be at RVM 10/26 or 10/27 to install the wireless monitoring system for the fire alarm.

Arbor Images provided a quote of \$840.00 for complete removal of 3 trees with needle cap which includes grinding the stumps. Motion to accept their quote was made by Stubley, seconded by Heck and carried unanimously

Manager Olson received a quote for proposed sign replacement from Burli Signs and Wooden Sign Co., Elkhorn / East Troy. Both proposals were for a wooden engraved sign in the \$3,200.00 price range.

MPR UPDATE

- The speakers and the amplifier have been installed in the community room. A mixer and microphone have been added to the system and is now working properly.
- RJL needs to finish the painting in stairwells, and plans to complete work when the weather turns cold.
- The application for Focus on Energy for lighting has been submitted to Greg Benz Architecture.

COMMUNICATION

- Copies of the monthly operating statements, bills and bank statements were dispersed and reviewed by board members.
- Patrick Romenesko is forwarding a Letter of Intent for our 2014-2015 annual audit to Manager Olson and she will contact Kevin Schuerman to close out the fiscal year.

NEW BUSINESS

UNFINISHED BUSINESS

Manager Olson and board members again discussed the need for changes to the Management Plan. Proposed changes must be submitted to RD for approval before we can integrate them into our current plan.


OTHER BUSINESS:

There was board discussion regarding maintenance cost for 2015-16 Budget.

There were no resident comments.

ADJOURNMENT

There being no further business, motion to adjourn was made by Stubleby, seconded by Heck and carried unanimously. Meeting adjourned at 7:05 P.M. The next monthly meeting has been tentatively scheduled for November 18, 2015 at 6:00 P.M.



Kelly Iselin, Secretary